

Association of Adult Educators Operational Procedures

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Association of Adult Educators

Operational Procedures

I. *Duties of the Professional Association Executive*

- [1] The *Professional Association Executive* shall conduct the business of the Association of Adult Educators under the direction of the membership.
- [2] The *Professional Association Executive* shall receive and disburse all Association of Adult Educators funds in accordance with *Nova Scotia Teachers Union* policies.
- [3] The *Professional Association Executive* shall regularly attend meetings and perform duties as required.
- [4] The *Professional Association Executive* shall present written reports to general meetings regarding their activities.
- [5] All *Professional Association Executive* members shall maintain a written record of their work and shall forward it to their successors.
- [6] The *Professional Association Executive* shall assess ongoing programs of the association.
- [7] The *Professional Association Executive* shall receive committee reports.
- [8] The *Professional Association Executive* shall debate and resolve routine concerns.
- [9] The *Professional Association Executive* shall propose motions for consideration at general meetings.
- [10] The *Professional Association Executive* shall present to the *Annual General Meeting* of the Association of Adult Educators:
 - A financial statement;
 - A proposed balanced budget for the upcoming year;
 - A report of activities for the year;
 - A report of activities for the upcoming year.

II. *Duties of the Professional Association President*

- [1] The *Professional Association President* shall be the official spokesperson of the association.
- [2] The *Professional Association President* or designate shall preside at all meetings of the organization.
- [3] The *Professional Association President* shall prepare agendas for all meetings at which the *Professional Association President* presides in consultation with the *Professional Association Secretary*.
- [4] The *Professional Association President* shall be an ex-officio member of all committees.
- [5] The *Professional Association President* shall chair the *Communications Committee*.
- [6] The *Professional Association President* shall review the organization's *Constitution* and *Operational Procedures* during the first meeting of the Executive each year.
- [7] The *Professional Association President* shall perform such duties as directed by the *Professional Association Executive* and general membership.

III. *Duties of the Professional Association Vice President*

- [1] The *Professional Association Vice President* or designate shall chair the *Conference Committee*.

IV. *Duties of the Professional Association Secretary*

- [1] The *Professional Association Secretary* shall record and maintain copies of the minutes of all meetings of the *Professional Association Executive* and general membership.
- [2] The *Professional Association Secretary* shall prepare copies of the minutes for distribution prior to or at meetings.
- [3] The *Professional Association Secretary* shall maintain a record of attendance at all meetings of the association.

- [4] The *Professional Association Secretary* shall maintain all official records of the organization including the *Constitution, Operational Procedures* and *Membership Registry* and ensure that appropriate revisions are processed.
- [5] The *Professional Association Secretary* shall maintain a current list of contact number and addresses of *Professional Association Executive* members and committee members.
- [6] The *Professional Association Secretary* shall forward to the NSTU Central Office names, addresses, and contact numbers of the *Professional Association Executive* immediately following the *Annual General Meeting*.
- [7] The *Professional Association Secretary* may circulate information regarding meetings and other events as directed by the *Professional Association Executive*.
- [8] The *Professional Association Secretary* may keep an *Action Register* for each meeting.

V. ***Duties of the Professional Association Treasurer***

- [1] The *Professional Association Treasurer* shall chair the *Finance Committee*.
- [2] The *Professional Association Treasurer* shall administer all financial matters associated with the association and report, by means of a financial statement, at *Professional Association Executive* general meetings.
- [3] The *Professional Association Treasurer* shall be responsible for an annual audit review of the financial records of the association in accordance with guidelines prepared by the *NSTU Finance and Property Committee*.
- [4] The *Professional Association Treasurer* shall prepare a proposed budget for approval at the *Annual General Meeting*.

VI. ***Duties of the Professional Association Immediate Past President***

- [1] The *Professional Association Immediate Past President* shall act in an advisory capacity to the *Professional Association President* and the *Professional Association Executive*.
- [2] The *Professional Association Immediate Past President* shall chair the *Nominating Committee*.

VII. *Duties of Professional Association Committees*

- [1] Duties of the *Professional Association Finance Committee* shall include:
- [i] administering the audit review for the year;
 - [ii] preparing a proposed budget for approval at a general meeting;
 - [iii] overseeing the production of a financial report for review and consideration by the *Professional Association Executive*;
 - [iv] developing and revising *Guidelines for Association of Adult Educators Expenditures*.
- [2] Duties of the *Professional Association Nominating Committee* shall include:
- [i] circulating a notice of election for *Professional Association Executive* positions to all members three(3) weeks prior to the *Annual General Meeting*;
 - [ii] overseeing the election of *Professional Association Executive* .
 - [iii] providing members with the results of the elections;
 - [iv] administering the selection process for committee membership.
- [3] Duties of the *Professional Association Communications Committee* shall include:
- [i] providing cooperation and communication with respect to professional development;
 - [ii] advising the *Professional Association Executive* regarding professional development issues;
 - [iii] coordinating and maintain internal communications with members via newsletter/website;
 - [iv] sponsoring, coordinating, and hosting a variety of activities for members as directed by the *Professional Association Executive*.

[4] Duties of the *Professional Association Conference Committee* shall include:

- [i] planning the *October Conference* according to guidelines outlined in the *NSTU Professional Associations Handbook*.

VIII. *Meeting Protocols*

[1] The agenda at a *General Meeting* shall include:

1. Call to Order
2. Approval of the Minutes of the *Previous General Meeting*
3. Correspondence
4. Reports
 - *Professional Association President*
 - *Professional Association Treasurer*
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment

[2] The agenda at a *Professional Association Executive Meeting* shall include:

1. Call to Order
2. Approval of Minutes of the *Previous Professional Association Executive Meeting*
3. Correspondence
4. Reports
5. Professional Association Executive Roundtable
6. Unfinished Business
7. New Business
8. Date of Next Meeting
9. Adjournment

IX. *Amendments*

These *Operational Procedures* may be adopted, amended, or rescinded by a majority of votes cast by members present at a *General Meeting*, provided that written notice of motion to adopt, amend, or rescind has been sent to all members ten(10) days prior to the meeting.